



UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue Suite 238
San Diego, California 92140-5001

DepO 1650.2
1A

JUL 27 2004

DEPOT ORDER 1650.2

From: Commanding General
To: Distribution List

Subj: SAILOR OF THE QUARTER PROGRAM

Ref: (a) OPNAVINST 1700.10K
(b) DepO 1650.8E

Encl: (1) Sailor of the Quarter Nomination Form
(2) Sailor of the Quarter Board Candidate Score Sheet

1. Situation. To provide guidance on the selection process and outline nomination procedures for the Junior/Senior "Sailor of the Quarter" Program.

2. Mission. The Sailor of the Quarter Program was established by the Chief of Naval Operations to recognize those Navy personnel, E-6 and below, who have contributed significantly to the mission of their command.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) For each quarter of the calendar year, two enlisted Navy personnel assigned to units located aboard the Marine Corps Recruit Depot, San Diego, may be selected as Sailor of the Quarter; one designated as the senior selectee (E-5 and E-6) and one designated junior selectee (E-4 and below).

(b) Primary consideration for selection will be the nominee's notable accomplishments in the performance of military professional duties during the period. Additionally, interpersonal relationships, appearance/fitness, core values/professional ethics, and leadership are considered. Selection will be based on the evidence of outstanding performance in the greatest number of these areas.

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(2) Concept of Operations

(a) Any officer, master, senior or chief petty officer, staff noncommissioned officer, or department head may nominate personnel have demonstrated the qualifications for nomination as the Sailor of the Quarter.

(b) Nominations shall be submitted to the Depot Sergeant Major, via the unit commander, during the last week of each quarter (March, June, September, December). All requested information must be provided and the narrative must describe specifically how the nominee's performance exceeded that of their peers during the quarter.

(c) Each nominee shall appear before a selection committee in the Navy uniform of the day, at a time designated by the senior member for a personal interview. Nominees who are unavailable due to unit operational commitment may be considered without the personal interview. The selection committee shall be comprised of the senior naval enlisted person of each unit aboard the Depot, and shall meet at the call of the senior member. Each member (except senior member) shall have one vote and the committee will recommend their selection to the Commanding General via the Sergeant Major.

(d) Nomination as the SOQ will be documented in the Sailor's performance evaluation.

4. Administration and Logistics. The following minimum requirements must be met for Sailor of the Quarter nominees:

a. Be a Navy member (including TAD personnel) assigned to any unit on the Depot, for minimum of 90 days, when nominated.

b. Have no record of NJP, courts-martial or other disciplinary action for the preceding 12 months.

c. Have one or more outstanding attributes, exceeding those of their peers.

d. If a first class petty officer, he/she must not have been selected for chief petty officer.

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e. Candidates not selected may be renominated at a later date. The selected recipient shall not be renominated for one year.

f. Nominated personnel shall be within the Navy physical fitness standards to be nominated.

g. Awards. Individuals selected as Sailor of the Quarter shall receive the following recognition:

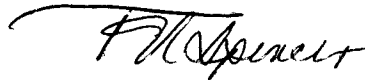
(1) A Certificate of Commendation from the Commanding General.

(2) An official service record entry regarding selection.

5. Command and Signal

a. Command. This Order is applicable to MCRD/WRR.

b. Signal. This Order is effective the date signed.



T. W. SPENCER
Chief of staff

DISTRIBUTION: A

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SAILOR OF THE QUARTER NOMINATION FORM

(ORGANIZATIONAL HEADING)

From: _____

To: Senior Member, Sailor of the Quarter Board

Via: Senior Enlisted Leader/Sergeant Major (Unit)

Subj: SAILOR OF THE QUARTER NOMINATION ICO_____

Ref: (a) DepO 1650.2

1. In accordance with the content and spirit of the reference, the subject member is nominated for the Senior/Junior "Sailor of the Quarter" competition for the quarter ending MAR/JUN/SEP/DEC 20__.

2. This nominee meets the minimum eligibility requirements:
(please initial)

a. A member of the staff (includes TAD personnel) for a minimum of 90 days when nominated.

b. No record of NJP, courts-martial, or other disciplinary action for the preceding 12 months.

3. Nominee's background information:

a. Age:

b. Time in Service:

c. Expiration of Active Service:

d. Time in Grade:

e. Education completed this quarter:

Civilian:

Service Schools:

Correspondence Courses:

f. Unit/Department:

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g. Billet:

h. Awards received this quarter:

4. During this quarter/year, the nominee has met the criteria of outstanding performance, exceeding that of their peers in the following manner: (Attach Narrative. Remarks should describe significant accomplishments of notable contribution to the command, and should include comments on performance of assigned duties, watches, educational, achievements during the quarter, appearance/physical fitness, interpersonal relationships, leadership, core values/professional ethics, and community involvement).

Signature

ENCLOSURE (1)

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SAILOR OF THE QUARTER BOARD CANDIDATE SCORE SHEET

Candidate: _____

Board Member: _____

Warfare Qualification: (4pts max)

_____ EAWS, AW, FMF (2pts)

_____ Other (pls specify) _____ (2pts)

_____ Total points

Awards: (10points max)

_____ Navy/Marine Corps Commendation Medal (3pts)

_____ Navy/Marine Corps Achievement Medal (2pts)

_____ Letter/Certificate of Commendation (Flag) (1pt)

_____ Letter/Certificate of Commendation(Non-flag Commanding Officer Only) (.05 pt)

_____ Letter of Appreciation (Civilian Organization) (0.05 pt)

_____ Total points

Education: (10 points max)

_____ BS Degree (5pts)

_____ AA Degree (3pts)

_____ other educational/training(i.e. Apprenticeship/Voc Training) (1pt)

_____ Total points

Command Involvement: (10 points max)

_____ Collateral duties (1pt, 4pt max)

_____ Leadership position(2pts each, 2points max)

_____ Total points

Community Involvement: (5 points max)

_____ Volunteer efforts(1pt, 3pts max)

_____ Leadership position (2pts max)

_____ Total points

Performance: (41 points max)

_____ Professional performance (12 pts max)

_____ Job accomplishment (12 pts max)

_____ Leadership (12 pts max)

_____ Physical Fitness Assessment Score(Outs-5pts, Exc-3pts, Good-1pt)

_____ Total points

Interview; (20 points max)

_____ Appearance/military Bearing (5pts max)

_____ Communication (5pts max)

_____ Military knowledge (5pts max)

_____ Knowledge of profession/rating, current events, etc. 5pts max)

_____ Total points

_____ GRAND TOTAL SCORE

ENCLOSURE (2)